Position Detail

Position Title: Regional Manager/Executive Officer

Business Unit: Western Dairy

Employer: Dairy Australia

Position Reports to: Western Dairy Board Chair and Dairy Australia Regional Services Manager

Number of Direct reports: 5 plus contractors

About Western Dairy

Western Dairy is a not-for-profit organisation funded through dairy farmer levies that are matched by Federal government funds and channelled through Dairy Australia to Western Dairy. Activities are substantially augmented through additional funding partnerships with the Department of Primary Industries and Regional Development and the Department of Water, Environment and Regulation. Western Dairy works closely with its strategic NRM partner, South West Catchments’ Council, where are office is based.

Western Dairy’s primary goal is to support the state’s 135 dairy farm businesses in a way that augments the industry’s sustainability. Our suite of services focus on production-based applied research (where applicable) and extension that will improve management and outcomes in the feedbase, animal health/reproduction, farm business, environmental and people management portfolios. Western Dairy also contributes through its communication and media efforts to the positive broader positioning of the WA dairy industry.

Main Accountabilities

The Regional Manager/Executive Officer will be required to:

• Lead and motivate a small team in a manner that nurtures and optimises their ability to service the WA dairy industry;

• In consultation with Dairy Australia, the Western Dairy board and the team, design and deliver the annual operating plan and its associated projects so to meet the strategic, physical and financial targets and milestones agreed upon;

• Manage the governance and operational functions of a NFP board, including an audited set of financial reports in such a way that recognises the volunteer time and strategic contribution of the directors;

• Establish a rapport with and respect of the WA dairy farming community, such that WA dairy farmers turn to Western Dairy for support as needed;

• Drive and maintain key stakeholder relationships and professionally represent Western Dairy amongst them at a local, state and national level, including where appropriate, the capacity to make compelling oral presentations;

• Regularly and strategically explore additional funding opportunities in order to retain and grow project-funded staff in a manner that provides additional value to WA dairy farmers;
• Take on a key extension or research function that will involve hands-on delivery of at least one key project area within the Western Dairy activity portfolio.

Specifically, to carry out a key extension or research function, the candidate will be required to:

• Have significant technical experience in the field of at least one of the following:
  o Farm financial planning and analysis;
  o Pastures research/agronomy/nutrition
  o Animal science discipline relevant to the dairy industry
  o Communications
  o Agricultural training/HR expertise (to support our workplace and dairy training program)

Specific Position Requirements

Experience/Knowledge/Abilities

Essential Requirements

• Managing, motivating and inspiring a small but dedicated team;
• Extensive networks and the capacity to readily engage and communicate with a broad stakeholder base, from farmers to government;
• The capacity to efficiently prepare of meaningful reports and the ability to report against them in a timely manner;
• Financial literacy and the ability to develop, manage and report finances to audit-ready standard;
• A willingness and capacity to use a technical skill to deliver on-ground research or extension as a key component of the workload.

Desired Requirements

• An extensive knowledge of the Australian dairy industry;
• An understanding of the principles of corporate governance and experience in managing a NFP board, including the preparation of agendas, minutes and board papers;
• Experience in the development and compilation of successful funding applications;
• Extensive agribusiness or farmer extension experience;

Key Working Relationships
Western Dairy Regional Manager
and Executive Officer
Dairy Australia – Position Description

Internal
- Staff and contractors
- Western Dairy directors
- Dairy Australia regional and Southbank teams
- DPIRD and SWCC administration

External
- WAFarmers and Australian Dairy Farmers
- State and local government
- WA milk processors
- Dairy industry service providers and sponsors

Key Role Challenges
- Replacing a long-standing Regional Manager (20 years)
- Having two bosses: The chair of Western Dairy and the Regional Services Manager
- Tightening funding budgets at all levels
- A dairy industry suffering from two consecutive tight season years coupled with high feed prices.
- The nearing completion of two major projects (DairyCare and the WASP trials) which will bring it some staffing uncertainty.

Inclusions

On top of a salary that is commensurate with the experience and responsibility of the role, Dairy Australia offers:

- Full personal use of a vehicle
- $90/month phone allowance
- Salary continuance (coverage provided up to 75% of salary for an insured member who is unable to work due to illness or injury)
- Paid parental leave - 12 weeks for the primary care-giver; 1 week for the secondary care giver
- Moving house leave - (one day)
- Flu Vacs
- Subsidised gym memberships
- Discounted health insurance
- Access to free confidential counselling to support your well-being in the workplace
**Western Dairy**

**Regional Manager and Executive Officer**

Dairy Australia – Position Description

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**Flexible Working Opportunities available for this role:** (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

<table>
<thead>
<tr>
<th>Flexible Working Opportunity</th>
<th>Description</th>
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<tbody>
<tr>
<td>Remote Working</td>
<td>No, <em>not for the first 18 months, but negotiable after this point.</em></td>
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<tr>
<td>Early start/early finish</td>
<td>Yes</td>
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<tr>
<td>Part-time</td>
<td>No</td>
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<tr>
<td>Job-share</td>
<td>No</td>
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